

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: December 14, 2020

Position Title: Human Resource Specialist

Salary range: Grade 12 Starting \$21.00/Hr.

Department: Finance and Human Resources

Hours: Part-Time, normally 8-5 Monday - Friday

Union Status: Non-Union position

Accepting Applications until filled, first review December 21, 2020

See Job Description for Details.

Function: The position is responsible for providing the administration of human resources including recruitment, compensation and benefits. Coordinates recruitment and selection of vacant positions, and writes and/or updates job descriptions. Conducts position classification studies and salary surveys. Evaluates and processes Workers Compensation claims, accident reports and employee benefit changes. Reviews and complies with personnel policies and Union contracts. Acts as Safety Committee lead.

Required: 2-5 years of general human resources experience; Montana operator's license

Special Requirements: N/A.

Desired: Bachelors degree in Human Resources or related field is preferred.

To Apply:

Applications can be submitted through the Job Openings page on the county website or submit a **County Application, resume, and references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. More information can be found at www.stillwatercountymt.gov. **Late, incomplete or unsigned applications may not be considered.**

Current County employees must also submit a county application and all required documents as described above.

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.